

SBDC INTEGRATED APPROACH

The SBDC offers integrated services to meet the needs of experienced small business owners as well as individuals interested in starting a business. These services include training and individual, confidential counseling. Which of those services a person accesses first depends on the development stage of the business.

Someone with little or no business management experience will probably want to attend several courses in the “Recommended for Start-up Businesses” group. A seasoned business owner may wish to attend more advanced courses in the “Recommended for Existing Businesses” group. Alternatively, the experienced business owner may wish to start with a confidential one-on-one counseling session because of a specialized issue or problem he or she faces. In all cases, every effort is made to match the needs of the individual to the resources of the SBDC.

The SBDC is here to help you on an on-going basis through all stages of the business life cycle. There are new opportunities and challenges at each stage of the cycle, and the SBDC can help your business through that process with seminars, one-on-one counseling, research and referrals to other resources. The SBDC is here to help your business grow and prosper.

TRAINING

A variety of seminars are offered by the SBDC addressing topics critical to small business success. These seminars are generally taught in small classes of no more than 20 people. This allows personalized interaction between the SBDC instructor and attendees providing opportunities to address individual questions.

COUNSELING

Clients can also take advantage of the free, confidential counseling services offered by the SBDC’s experienced team of counselors. Clients will have a primary counselor but may meet with a number of different counselors depending upon the issue that is being addressed. The specialty centers of the SBDC can provide assistance on international trade and government contracting as well as a variety of other subjects.

Rural outreach is also a priority of the San Antonio SBDC. Counselors spend at least 20 days each month working with clients in all 10 counties surrounding Bexar County. This is made possible through partnerships with local chambers of commerce and cities that provide sites for SBDC circuit riders to directly serve businesses in their own communities.

UTSA Downtown  
501 West Durango  
San Antonio Tx 78207  
210.458.2460  
www.iedtexas.org

The UTSA Small Business Development Center is partially funded under cooperative agreement No. 3-603001-Z-0049-18-UTSA by the U.S. Small Business Administration. The support given by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of any of the co-sponsors’ or participants’ opinions, findings, conclusions, recommendations, products or services. All SBDC programs are nondiscriminatory and open to the public. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Contact: Frances Riojas at 210.458.2460.

U.S. SMALL BUSINESS ADMINISTRATION



The mission of the SBA is to help people get into business and to stay in business. The SBA acts as an advocate for small business. The Agency espouses the cause of small business, explains small business’ role and contributions to our society and economy, and advocates programs and policies that will help small business.

UNIVERSITY OF TEXAS AT SAN ANTONIO UTSA

With nearly 25,000 students enrolled in undergraduate and graduate degree programs, UTSA is the third largest component in the University of Texas System and has been one of the state’s fastest-growing public universities for much of the last decade. UTSA offers 100 bachelor’s, master’s and doctoral degree programs and with eight new doctoral programs in the planning stages, is rapidly moving toward classification as a doctoral research intensive granting institution. The University’s three campuses provide access and opportunity for large numbers of historically undeserved students. More than 59% of UTSA’s students come from groups underrepresented in higher education. Many students are the first in their families to attend a college or university.

CORPORATE AFFILIATES

GOLD LEVEL



800-225-5935

SILVER LEVEL



210-271-8812



800-223-4832



SOUTH TEXAS BUSINESS FUND  
Growing Your Business  
210-207-3932



512-397-2188



210-283-6500

BRONZE LEVEL



210-220-5636



Kimberly Oldham 210-341-1515

THANKS TO OUR CORPORATE AFFILIATES

The University of Texas at San Antonio - Downtown  
Small Business Development Center  
501 West Durango  
San Antonio, Texas 78207-4415

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San Antonio, TX  
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A GUIDE TO SBDC SERVICES  
COUNSELING  
SPECIALTY PROGRAMS  
TRAINING

BUILDING  
YOUR BUSINESS  
2004

A Partnership Program with the  
U.S. Small Business Administration



RICHARD SCANLAN & MARK OERKFITZ | CB PETS



LARRY MEREDITH & CLIFF REED | ROADRUNNER CONVENIENCE STORE

Institute for  
Economic  
Development

Small Business  
Development  
Center

San Antonio SBDC  
The University of Texas at San Antonio

SEMINAR SCHEDULE  
FEBRUARY’04 – MAY’04



# UTSA SMALL BUSINESS DEVELOPMENT CENTER

## SMALL BUSINESS FEBRUARY '04 / MAY '04 SEMINARSCHEDULE

CALL THE SBDC AT 210.458.2460 TO REGISTER.

ON-SITE REGISTRATION BEGINS ONE-HALF HOUR BEFORE EACH SEMINAR.

UNLESS OTHERWISE NOTED, ALL SEMINARS TAKE PLACE AT:

UTSA DOWNTOWN | 501 W. DURANGO | ROOM 2.316 | SAN ANTONIO TEXAS.

SEMINARS WITH A FEE MAY BE PAID BY CHECK, CASH, OR DISCOVER CARD, MASTERCARD, VISA CARD.

VISIT OUR WEBSITE WWW.IEDTEXAS.ORG FOR DETAILED  
PROGRAM DESCRIPTIONS, DIRECTIONS, AND OTHER INFORMATION.

*Workshop attendees may park in the UTSA parking garage (top level) meters for \$.75 an hour or UTSA parking lot under I-35 for \$1.50 a day.*

### RECOMMENDED FOR START-UP BUSINESSES

#### ABCs of International Trade:

##### Basics of Importing & Exporting

Cost: \$15

Feb 6 .....FRI.....9:00 a.m. - noon

Apr 2 .....FRI.....9:00 a.m. - noon

##### Business Start-up Essentials

Cost: \$20

Feb 6 .....FRI.....11:00 a.m. - 1:00 p.m. (1100 NW LOOP 410, SUITE 109)

Feb 19 ..THUR.....6:00 p.m. - 8:00 p.m.

Mar 5 .....FRI.....11:00 a.m. - 1:00 p.m. (1100 NW LOOP 410, SUITE 109)

Mar 18 ..THUR.....6:00 p.m. - 8:00 p.m.

Apr 2 .....FRI.....11:00 a.m. - 1:00 p.m. (1100 NW LOOP 410, SUITE 109)

Apr 15 ..THUR.....6:00 p.m. - 8:00 p.m.

May 7 .....FRI.....11:00 a.m. - 1:00 p.m. (1100 NW LOOP 410, SUITE 109)

May 20 ..THUR.....6:00 p.m. - 8:00 p.m.

##### Business Plan: Part I

Cost: \$30

Feb 13 .....FRI.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

Feb 25 ....WED.....6:00 p.m. - 9:00 p.m.

Mar 12 .....FRI.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

Mar 25 ..THUR.....6:00 p.m. - 9:00 p.m.

Apr 9 .....FRI.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

Apr 22 ..THUR.....6:00 p.m. - 9:00 p.m.

May 14 .....FRI.....9:00 a.m. - noon

May 27 ..THUR.....6:00 p.m. - 9:00 p.m.

##### Business Plan: Part II

Cost: \$30

Location: (UTSA DT, ROOM 1.402)

Feb 26 ..THUR.....6:00 p.m. - 9:00 p.m.

Mar 31 ....WED.....6:00 p.m. - 9:00 p.m.

Apr 23 .....FRI.....9:00 a.m. - noon

May 14 .....FRI.....1:30 p.m. - 4:30 p.m.

### RECOMMENDED FOR EXISTING BUSINESSES

#### QuickBooks Pro: Session I

Cost: \$180 for both sessions (includes textbook)

Feb 16 ....MON.....3:00 p.m. - 7:00 p.m.

Apr 16 .....FRI.....8:30 a.m. - 12:30 p.m.

#### QuickBooks Pro: Session II

Feb 23 ....MON.....3:00 p.m. - 7:00 p.m.

Apr 16 .....FRI.....1:30 P.m. - 5:30 p.m.

#### Employment Issues for Small Businesses

Cost: \$15

Feb 19 ..THUR.....9:00 a.m. - noon

#### Marketing Your Small Business for Success!

Cost: \$50 (includes "Entrepreneur's Knock Out Marketing" textbook)

Apr 29 ..THUR.....6:00 p.m. - 9:00 p.m.

#### Keeping the Books

Cost: \$50 (Includes "Keeping the Books" textbook)

May 13 ..THUR.....6:00 p.m. - 9:00 p.m.

### RECOMMENDED FOR START-UP/EXISTING BUSINESSES

#### Planning for an OSHA Inspection

Cost: \$15

Feb 12 ..THUR.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

May 20 ..THUR.....9:00 a.m. - noon

#### Not Knowing the Facts Can Cost You Money!

Cost: \$10 ( Includes lunch)

Mar 4 ..THUR.....11:30 a.m. - 1:30 p.m.

#### IRS Record Keeping

Cost: \$15

Mar 19 .....FRI.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

#### How to Start a Restaurant

Cost: \$50 (Includes "The Restaurant Start-Up Guide" textbook)

Mar 26 .....FRI.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

#### Basic IRS Requirements

Cost: \$15

May 28 .....FRI.....9:00 a.m. - noon (1100 NW LOOP 410, SUITE 109)

### SMALL BUSINESS MONEY MANAGEMENT SERIES

Register for the entire series for only \$175, must prepay by check or credit card

#### Session 1: Growing Your Small Business

Cost: \$50 (includes "Financial Troubleshooting" textbook)

Mar 3 ....WED.....4:30 p.m. - 7:00 p.m.

#### Session 2: Accounting & Bookkeeping for Small Businesses

Cost: \$50 (includes "Keeping the Books" textbook)

Mar 10 ....WED.....4:30 p.m. - 7:00 p.m.

#### Session 3: Interpreting Financial Statements, Budgeting & Key Financial Ratios

Cost: \$30

Mar 17 ....WED.....4:30 p.m. - 7:00 p.m.

#### Session 4: Making Collection Policies Work For Your Small Business!

Cost: \$30

Mar 24 ....WED.....4:30 p.m. - 7:00 p.m.

#### Session 5: Controlling Your Cash Flow

Cost: \$30

Mar 31 ....WED.....4:30 p.m. - 7:00 p.m.

### WOMEN'S PROGRAMS

#### Women Business Owners' Mentor Roundtable

Cost: \$10 (Must RSVP to guarantee lunch)

Feb 10 .....TUE.....11:30 a.m. - 1:30 p.m.

Mar 9 .....TUE.....11:30 a.m. - 1:30 p.m.

(SBA, 17319 SAN PEDRO, BLDG 2, STE. 200)

Apr 13 .....TUE.....11:30 a.m. - 1:30 p.m.

May 11 .....TUE.....11:30 a.m. - 1:30 p.m. (1100 NW LOOP 410, SUITE 109)

### THE LAW OFFICE MANAGEMENT COURSES

Please call (800) 204-2222, EXT 1300, for information on location and pricing.

Courses will be eligible for Continuing Legal Education Credit (CLEs).

Location: (UTSA DT, ROOM 1.402)

#### Timeslips

Feb 21 .....SAT.....9:00 a.m. - 1:00 p.m.

#### CaseMap Training

Mar 20 .....SAT.....9:00 a.m. - 1:00 p.m.

#### ProLaw Training

Apr 17 .....SAT.....9:00 a.m. - 1:00 p.m.

#### PC Law Training

May 15 .....SAT.....9:00 a.m. - 1:00 p.m.

TO REGISTER PLEASE CALL

210-458-2460